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CLERK OF SUPERIOR COURT
YUMA COUNTY, ARIZONA

IN THE SUPERIOR COURT OF THE STATE OF ARIZONA
IN AND FOR THE COUNTY OF YUMA

In the Matter of:)

HIRING ADULT PROBATION)
OFFICERS IN FISCAL)
YEAR 1990/91.)

Administrative Order No. 90-7

This court finds:

1. The 1990/91 fiscal year budget request of the adult probation department, filed with the county administrator on April 9, 1990, includes, within salaries to be paid from the general fund (line item 100-02-350-00-5101), a new position of adult probation officer to conduct pre-sentence investigations and to discharge other primary responsibilities stated in the job description filed with the budget request.

a. The adult probation department is required by law to conduct a pre-sentence interview of every person convicted of a felony in superior court and to prepare a pre-sentence report for each of those persons.

b. The pre-sentence report is the primary source of information on which a sentencing judge relies in determining whether to commit a defendant to prison.

1 c. A pre-sentence report may not be made until
2 after the determination of guilt has occurred.

3 d. A pre-sentence report must be furnished to
4 the parties not later than 2 days before the sen-
5 tencing date.

6 e. Sentencing may not occur later than 30 days
7 after a determination of guilt.

8 f. Pre-sentence interviews, dictation of pre-
9 sentence reports, interviews of or attempts to con-
10 tact victims, research of criminal records, review of
11 law enforcement reports of investigations, etc.,
12 require not less than 8 hours on average to complete.

13 g. A probation officer assigned to the pre-
14 sentence interview division cannot complete in excess
15 of 20 pre-sentence reports monthly. Presently not
16 less than 60 pre-sentence reports are being required
17 for the superior court each month.

18 h. The county presently fully funds the salaries
19 of only 2 adult probation officers and most, but not
20 all, of the salaries of the chief probation officer
21 and the deputy chief probation officer; the county
22 does not fund any part of the salaries of the remain-
23 ing 13 probation officers in the department.

24 i. There are presently 490 active, local proba-
25 tion cases being supervised by the adult probation
26 department, and, by statutory law, probation officers
27 engaged in case supervision may not supervise more
28 than an average of 60 local cases at a time.

1 j. The salaries of all of the officers supervising
2 local probationers are paid from state funds, which
3 funds can be used for no purpose other than supervision
4 of adults on probation.

5 k. Were it not for state funding of supervising
6 probation officers, the county would be required to
7 pay the salaries of not less than 8 supervising
8 officers at an approximate annual cost of \$208,000,
9 to meet the requirement stated in finding 1.i. above.

10 l. The probation services fund maintained with
11 the county treasurer by the court is already committed
12 to salaries and to contingencies prohibiting usage of
13 those funds to pay the salary of an officer to conduct
14 pre-sentence interviews.

15 m. An experienced officer will be assigned to
16 this position at \$26,931, grade 21, step 4, effective
17 July 1, 1990, which position must be funded by the
18 county's general fund.

19 2. A minimum of 6 local probationers are added each month
20 to the number required to be supervised by adult probation
21 officers. To keep the department in compliance with the require-
22 ment stated in finding 1.i. above, it is necessary that two adult
23 probation officers be added to the department effective July 1,
24 1990.

25 a. Each position will be funded by State Aid
26 Enhancement funds at no cost to the county.

27 b. Each position will be filled at entry level
28 grade 21, step 1, at a salary of \$22,904 for a

1 probationary period of six months, with an increase of
2 each, assuming satisfactory performance, to step 2 in
3 six months, at \$23,464 per annum.

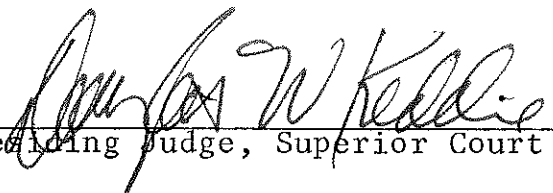
4 c. Grades and steps are pursuant to this court's
5 Judicial Merit System.

6 Therefore, it is ORDERED that effective July 1, 1990:

7 1. An adult probation officer shall be hired and assigned
8 to the pre-sentence division of the department at grade 21, step
9 4, \$26,931 per year, funded by the general fund of this county.

10 2. Two adult probation officers shall be hired and assigned
11 to the supervision department of the department at grade 21, step
12 1, \$22,904 per year for the first six months of fiscal year
13 1990/91, and at grade 21, step 2, \$23,464 per year, for the
14 remaining six months of fiscal year 1990/91.

15 DATED this 16th day of April, 1990.

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19 Presiding Judge, Superior Court
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